

# NCI Reference Guide for Business Cards

## Purpose

This reference guide in conjunction with the [NIH Memorandum – Use of Appropriations to Purchase Employee Business Cards](#), provides guidance to NCI staff for purchasing individual employee or generic office business cards with appropriated funds.

## Overview

Appropriated funds may be used to purchase generic and employee business cards for employees who, in conducting their official duties, interface significantly and continuously with people or organizations external to, and furthering the statutory mission of, the NIH. Business cards should only be used to facilitate prompt and efficient business-related communications with persons outside of the NIH (Government and Non-Government).

Appropriated funds **may not** be used to purchase business cards for purposes other than the ones described in the [NIH Memorandum](#) or for Federal Advisory Committee Members or Special Government Employees. Nor shall appropriated funds be used to purchase business cards with foiled logos or personal cellular telephone numbers.

## Requirements

The following criteria must be used when authorizing procurement of government business cards using appropriated funds:

1. an employee's position requiring significant and continuous interaction with people or organizations external to the NIH. In general, this will include program and administrative staff. However, technical and support staff may also be eligible.
2. uniformed style including identifiers for DHHS, NIH (either text or logos) and the official NCI. **Personal cellular telephone numbers are prohibited.**
3. approved by the immediate supervisor, the Executive Officer (EO), the Administrative Officer (AO), and meet the NIH/NCI format ([see flow chart](#)).
4. ordered through the following sources, listed in order of priority (**follow instructions as outlined within the prescribed links**) :
  - [Envision](#)
  - [NIH PSC](#)
  - [NIH Medical Arts and Printing Services](#)

## Limitation

The maximum cost allowable for purchasing business cards using appropriated funds may not exceed \$75 per individual per year.

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The maximum number of cards allowed annually, per individual, per purchase is 250. A written justification is required for quantities exceeding 250 cards per employee or for multiple annual orders. (A reorganization or change in position may necessitate replacement of cards within the year timeframe.)

## Roles/Responsibilities and Procedures

### Employee Responsibilities (For **Employee** Business Cards Only):

- Seeks verbal approval from supervisor to obtain business cards.
- Completes and prints EO Approval Letter ([Appendix B](#)) and [Form HHS-26a](#).
- Forwards completed EO Approval Letter and Form HHS-26a to supervisor for signatures.
- Maintains a copy for record, after obtaining supervisors' signature.
- Upon EO's approval, submits (EO Approval Letter and Form HHS-26a) to one of the three required sources (see **Requirements**, item 4).

### Supervisor Responsibilities (For **Employee** Business Cards Only):

- Reviews and signs the EO Approval Letter and Form HHS-26a.
- Forwards signed request to the AO for approval.
- Maintains a copy of all employee business card requests.

### Supervisor Responsibilities (For **Generic** Office Business Cards Only):

- Completes and prints EO Approval Letter ([Appendix C](#)) and [Form HHS-26a](#).
- Forwards completed and signed Form HHS-26a and EO Approval Letter to AO for approval.
- Submits approved forms (EO Approval Letter and Form HHS-26a) to one of the three required sources (see **Requirements**, item 4) upon EO's approval).
- Maintains a copy for record.

### Administrative Officer (For **Employee and Generic** Business Cards):

- Reviews and approves or denies the business card request.
- Forwards the package to the EO for signature.
- Returns package to the initiating employee for processing.

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### EO Responsibilities (For **Employee and Generic Business Cards**):

- Reviews and approves or denies the business card request.
- Returns package to the AO who will forward to initiating employee for processing.

An explanation will be communicated to the initiating employee upon any denial during the course of the above process.

Note: See “NCI Business Cards Policy Flowchart” ([Appendix A](#)) for the complete process.

### References

Memo [“Use of Appropriations to Purchase Employee Business Cards,”](#) dated June 10, 2004

HHS Program Support Center (PSC).

[NIH Purchase Card Supplement Version 6.0 dated July 2013](#)

[NCI Business Card Flowchart](#)